TURNAROUND FUNCTION OPTIONS

There are seven function options that appear at the bottom of the Turnaround screen:

> A = Add Payment
> U = Update
> I = Inquiry
> F = Food Supplement
> V = Transportation
> E = Enroll without Payment
> T = Terminate Facility

```
GHB7101M                SUBSIDIZED CHILD CARE REIMBURSEMENT         06/08/07
99901037                          TURNAROUND                       15:04:45
                        PAYMENT MONTH: MAY
      ----- NAME -----            CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
    LAST      FIRST      DCS      ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
         <= Search for
                              2 0507 009 811 R13 25 23  628.00  188.00   440.00
                              2 0507 009 811 R06 25 23  417.00           417.00
                              2 0507 009 811 R06 25 23  417.00           417.00
                              2 0507 009 812 R15 25 23  471.00  125.00   346.00
                              2 0507 009 813 R14 25 23  314.00           314.00
                              2 0507 009 811 R06 25 23  417.00           417.00
                              2 0507 009 811 R12 25 23  654.00           654.00
                              2 0507 009 811 R13 15 23  628.00           628.00
                              2 0507 009 811 R11 25 23  693.00  144.00   549.00
                              2 0507 009 811 R06 25 23  417.00           417.00
                              2 0507 009 811 R06 25 23  417.00           417.00
                                          STARS 4   SMART START BONUS       %
   PROVIDER: 601512     FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                   NEW FACILITY:
  A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
  F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
  5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
  GHB049- MORE IN LIST - F7, F8, or F3.
```

Turnaround functions

A = Add Pmt (Add Payment for an Existing Child)

Payment for a holiday, snow day or teacher workday and an additional payment for a previous month are some reasons for adding a payment. The example that follows is an additional payment for a school-aged child who needs full-time care when school is closed due to a holiday, snow day or teacher workday.

Adding a payment

1. *Tab to the child's name in the Turnaround listing.*
2. *Type "A" (add).*
3. *Press **<ENTER>** and the Child Demographic Detail record will appear (Figure A – 2).*

```
GHB7101M           SUBSIDIZED CHILD CARE REIMBURSEMENT        06/08/07
99901037                    TURNAROUND                        15:04:45
                     PAYMENT MONTH: MAY
     ----- NAME -----        CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
     LAST      FIRST    DCS  ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
         <= Search for
      ....        ....  ........ 2 0507 009 811 R13 25 23  628.00 188.00 440.00
      ............  .....  ........ 2 0507 009 811 R06 25 23  417.00        417.00
      ............  .....  ........ 2 0507 009 811 R06 25 23  417.00        417.00
      ............  .....  ........ 2 0507 009 812 R15 25 23  471.00 125.00 346.00
      .........  .....  ........ 2 0507 009 813 R14 25 23  314.00        314.00
   A CARROLL     ....  ........ 2 0507 009 811 R06 25 23  417.00        417.00
      .......    .....  ........ 2 0507 009 811 R12 25 23  654.00        654.00
      ..........  .....  ........ 2 0507 009 811 R13 15 23  628.00        628.00
      ..........  .....  ........ 2 0507 009 811 R11 25 23  693.00 144.00 549.00
      ......     ....  ........ 2 0507 009 811 R06 25 23  417.00        417.00
      ......     ....  ........ 2 0507 009 811 R06 25 23  417.00        417.00
                                    STARS 4  SMART START BONUS    %
   PROVIDER: 601512     FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                   NEW FACILITY:
   A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
   F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
   5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
   GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure A - 1: Select record to add payment

The record displays child demographic detail information from the initial record. Monthly payment rate and monthly parent fee fields are blank.

```
GHB7301M           SUBSIDIZED CHILD CARE REIMBURSEMENT        06/08/07
99901037                 CHILD DEMOGRAPHIC DETAIL             15:06:37
LAST NAME  CARROLL          FIRST NAME  J.....      MI     VIEW FAMILY DATA
    DCS ID  ........          EIS ID            EIS CASE
    DOB     ........          SSN            RACE B  GENDER  F
                     ELIGIBILITY BEGIN 2003-01-08  END  2008-01-07
FAMILY CASE  ......    NO. RESPONSIBLE ADULTS  1  MONTHLY INCOME  0000
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE   2  LIVES WITH RELATIVE(Y/N) Y
--------------------------------------------------------------------------
                       CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH      2007 05 MAY          PROVIDER 601512 BRIGHT FUTURE LEARNI
MONTHLY PAYMENT RATE                MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS           SERVICE AMOUNT
SERVICE DAYS         23   PARTIAL            PARENT FEE AMOUNT
                                        PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                     FUND SOURCE    25 SCC
RATE GROUP   R06 FIRST SHIFT BEFORE A CLIENT STATUS  2  ENROLLMENT WITH PAY
CATEGORY CD  009 WITH REGARD TO INCOME           MORE @ FOUR (Y/N) N
NEED CODE    811 EMPLOYED         W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                     ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB148- Child has been found using DCS ID.
```

Figure A - 2: Child Demographic Detail record screen

4. Tab to the **MONTHLY PAYMENT RATE** field and type the payment rate (without the dollar sign).
5. Tab to the **SERVICE DAYS** field and type the number of days of service.
6. Tab down to the **RATE GROUP** field and key the appropriate rate group.
7. Press **<ENTER>** and, if there are no errors, you will be requested to press F10 to confirm the update or addition (Figure A – 3).


```
GHB7301M              SUBSIDIZED CHILD CARE REIMBURSEMENT            06/08/07
99901037                  CHILD DEMOGRAPHIC DETAIL                   15:07:03
LAST NAME  CARROLL        FIRST NAME  Jametta      MI      VIEW FAMILY DATA
    DCS ID                     EIS ID              EIS CASE
       DOB                        SSN              RACE B  GENDER  F
                   ELIGIBILITY BEGIN 2003-01-08  END  2008-01-07
FAMILY CASE          NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  0000
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE   2   LIVES WITH RELATIVE(Y/N) Y
--------------------------------------------------------------------------
                          CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH      2007 05 MAY          PROVIDER 601512 BRIGHT FUTURE LEARNI
MONTHLY PAYMENT RATE  340.00            MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE         FEE BEGINS          SERVICE AMOUNT        31.40
SERVICE DAYS          2    PARTIAL          PARENT FEE AMOUNT
                                              PAYMENT AMOUNT        31.40
$1.00 FOOD SUPPLEMENT (Y/N) N     STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                         FUND SOURCE     25 SCC
RATE GROUP   R36 1ST SHIFT HOLI, TWK, CLIENT STATUS   2  ENROLLMENT WITH PAY
CATEGORY CD   009 WITH REGARD TO INCOME                  MORE @ FOUR (Y/N) N
NEED CODE    811 EMPLOYED           W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                       ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure A - 3: Child record screen - added record

8. Press **<F10>** to confirm the addition and to receive a "Successful Add" message (Figure A - 4).


```
GHB7301M              SUBSIDIZED CHILD CARE REIMBURSEMENT            06/08/07
99901037                  CHILD DEMOGRAPHIC DETAIL                   15:07:12
LAST NAME                 FIRST NAME               MI      VIEW FAMILY DATA
    DCS ID _                   EIS ID              EIS CASE
       DOB                        SSN              RACE    GENDER
                   ELIGIBILITY BEGIN              END
FAMILY CASE          NO. RESPONSIBLE ADULTS      MONTHLY INCOME
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE       LIVES WITH RELATIVE(Y/N)
--------------------------------------------------------------------------
                          CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH      2007 05 MAY          PROVIDER 601512 BRIGHT FUTURE LEARNI
MONTHLY PAYMENT RATE                    MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE         FEE BEGINS          SERVICE AMOUNT
SERVICE DAYS         23    PARTIAL          PARENT FEE AMOUNT
                                              PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N     STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                         FUND SOURCE
RATE GROUP                           CLIENT STATUS
CATEGORY CD                                             MORE @ FOUR (Y/N) N
NEED CODE                           W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                       ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB151- Successful Add.
```

Figure A - 4: Child record screen - Successful Add

Correcting errors

If the data *does not* satisfy all the program edits, the cursor will move to the field with the incorrect entry and an error message at the bottom of the screen will display information related to the incorrect field entry (Figure C – 1).

1. Correct the error (change the **RATE GROUP** to the correct code, R14, in this example).
2. Press **<ENTER>** to continue. Once all of the information is correct, the F10 confirmation message will be displayed again (Figure C – 2).
3. Press**<F10>** to confirm the correction.

```
GHB7301M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/07/07
99901037                   CHILD DEMOGRAPHIC DETAIL              12:24:59
LAST NAME  JONES          FIRST NAME  MARTHA      MI E   VIEW FAMILY DATA
   DCS ID  21114444555          EIS ID           EIS CASE
      DOB  2003-04-25              SSN            RACE    GENDER
                      ELIGIBILITY BEGIN 2007-05-01  END  2008-05-01
FAMILY CASE  343434    NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  1585
COUNTY    78  ROBESON        INCOME UNIT SIZE   3  LIVES WITH RELATIVE(Y/N) Y
-------------------------------------------------------------------------
                          CHILD PAYMENT DETAIL
FACILITY N7810131 A GIFT FROM GOD DAYCARE
SERVICE MONTH      2007 05 MAY         PROVIDER 781165 ANNETTE C. HERNDON
MONTHLY PAYMENT RATE  200.00       MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS           SERVICE AMOUNT     200.00
SERVICE DAYS         23    PARTIAL          PARENT FEE AMOUNT
                                           PAYMENT AMOUNT      200.00
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y       SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                      FUND SOURCE    25 SCC
RATE GROUP   R13 FIRST SHIFT 3 YRS    CLIENT STATUS  1  NEW ENROLLMENT
CATEGORY CD  009 WITH REGARD TO INCOME                MORE @ FOUR (Y/N) N
NEED CODE    813 EMPLOYED         W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                     ENHANCEMENT CD
F KEYS: 1=Help  3=Exit   4=Main Menu
GHB183- Warning: Rate Group does not match child's age.
```

Figure C - 1: Error message generated

```
GHB7301M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/07/07
99901037                   CHILD DEMOGRAPHIC DETAIL              12:25:32
LAST NAME  JONES          FIRST NAME  MARTHA      MI E   VIEW FAMILY DATA
   DCS ID  21114444555          EIS ID           EIS CASE
      DOB  2003-04-25              SSN            RACE    GENDER
                      ELIGIBILITY BEGIN 2007-05-01  END  2008-05-01
FAMILY CASE  343434    NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  1585
COUNTY    78  ROBESON        INCOME UNIT SIZE   3  LIVES WITH RELATIVE(Y/N) Y
-------------------------------------------------------------------------
                          CHILD PAYMENT DETAIL
FACILITY N7810131 A GIFT FROM GOD DAYCARE
SERVICE MONTH      2007 05 MAY         PROVIDER 781165 ANNETTE C. HERNDON
MONTHLY PAYMENT RATE  200.00       MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS           SERVICE AMOUNT     200.00
SERVICE DAYS         23    PARTIAL          PARENT FEE AMOUNT
                                           PAYMENT AMOUNT      200.00
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y       SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                      FUND SOURCE    25 SCC
RATE GROUP   R14 FIRST SHIFT 4 YRS    CLIENT STATUS  1  NEW ENROLLMENT
CATEGORY CD  009 WITH REGARD TO INCOME                MORE @ FOUR (Y/N) N
NEED CODE    813 EMPLOYED         W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                     ENHANCEMENT CD
F KEYS: 1=Help  3=Exit   4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure C - 2: Error corrected and accepted - Press F10 to confirm

Pending a record

If the errors cannot be corrected while entering the data, put the record in pending (P) status. You can return to the record at any time prior to close-out. Once close-out is complete, all remaining pending records are deleted.

1. *Type "P" in the **CLIENT STATUS** field (Figure P - 1).*
2. *Press **<ENTER>**.*
3. *Press **<F10>** to confirm the change in client status.*
4. *Note Pending record in listing (Figure P - 2).*

Figure P - 1: Pending a record - change client status to "P"

Figure P - 2: Pending record in Turnaround listing

U = Update

The Update feature is used to change information entered in the Child Demographic Detail, Child Payment Detail or Family Information screens. Updates for the service month must be completed prior to close-out.

Updating a record

1. *Tab to the child's name in the Turnaround listing.*
2. *Type "U" beside the name selected (Figure U – 1).*
3. *Press **<ENTER>**. The Child Demographic Detail record will appear (Figure U – 2).*

```
GHB7101M              SUBSIDIZED CHILD CARE REIMBURSEMENT          06/08/07
99901037                        TURNAROUND                        15:10:22
                       PAYMENT MONTH: MAY
     ----- NAME -----        CL SVC CAT  ND RTE FD SVC MONTH  PARENT PAYMENT
    LAST      FIRST    DCS    ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
        <= Search for
                             2 0507 006 831 R11 25 23  693.00 106.00  587.00
                             2 0507 009 811 R06 25 23  417.00  49.00  368.00
                             2 0507 009 811 R12 15 23  654.00 282.00  372.00
                             2 0507 009 811 R06 25 23  417.00         417.00
U  GILL      EL..           2 0507 009 811 R13 25 23  628.00         628.00
                             2 0507 009 811 R11 25 23  693.00 124.00  569.00
                             2 0507 009 811 R06 25 23  417.00         417.00
                             2 0507 009 811 R14 15 23  628.00         628.00
                             2 0507 009 811 R10 15 23  693.00 138.00  555.00
                             2 0507 009 811 R06 25 23  417.00         417.00
                             2 0507 009 811 R06 25 23  417.00         417.00
                                           STARS 4  SMART START BONUS      %
   PROVIDER: 601512    FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure U - 1: Select record to update

```
GHB7301M              SUBSIDIZED CHILD CARE REIMBURSEMENT          06/08/07
99901037                     CHILD DEMOGRAPHIC DETAIL             15:12:09
LAST NAME   GILL            FIRST NAME  EL..        MI    VIEW FAMILY DATA
   DCS ID                      EIS ID               EIS CASE
     DOB                       SSN                  RACE B  GENDER  M
                    ELIGIBILITY BEGIN 2007-01-09  END  2008-01-08
FAMILY CASE           NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  1377
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE   4  LIVES WITH RELATIVE(Y/N) Y
--------------------------------------------------------------------------
                         CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH      2007 05 MAY          PROVIDER 601512 BRIGHT FUTURE LEARNI
MONTHLY PAYMENT RATE _628.00         MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS            SERVICE AMOUNT     628.00
SERVICE DAYS          23   PARTIAL           PARENT FEE AMOUNT
                                               PAYMENT AMOUNT     628.00
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                     FUND SOURCE    25 SCC
RATE GROUP   R13 FIRST SHIFT 3 YRS   CLIENT STATUS   2  ENROLLMENT WITH PAY
CATEGORY CD  009 WITH REGARD TO INCOME               MORE @ FOUR (Y/N) N
NEED CODE    811 EMPLOYED         W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                     ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB139- Child Invoice Detail is displayed.
```

Figure U - 2: Record before update

4. For this example, change the number in the **SERVICE DAYS** field to "18" (Figure U – 3).

Figure U - 3: Update record - change number of service days to "18"

5. Press **<ENTER>** (Figure U – 4).

Service Days: If the number of service days is less than a full month, the system automatically re-calculates the Service Amount, Parent Fee Amount (if applicable) and Payment Amount based upon the number of days.

Figure U - 4: Updated record - press F10 to confirm

6. Press **<F10>** to confirm and return to Turnaround listing (Figure U – 5).


```
GHB7101M              SUBSIDIZED CHILD CARE REIMBURSEMENT        06/08/07
99901037                        TURNAROUND                       15:12:26
                        PAYMENT MONTH: MAY
    ----- NAME -----            CL SVC CAT  ND RTE FD SVC MONTH  PARENT PAYMENT
    LAST      FIRST    DCS      ST MTH  CD  CD GRP SC DAY RATE    FEE   AMOUNT
         <= Search for
  _ GILL      E.::  ...... .... 2 0507 009 811 R13 25 18 628.00          522.00
    ....      ....  ......  ...  2 0507 009 811 R11 25 23 693.00 124.00  569.00
    .......   ....  ........     2 0507 009 811 R06 25 23 417.00          417.00
    ........  ....  ........ ... 2 0507 009 811 R14 15 23 628.00          628.00
    .......   ....  ......... .. 2 0507 009 811 R10 15 23 693.00 138.00  555.00
    ......    ....  ........     2 0507 009 811 R06 25 23 417.00          417.00
    ......    ....  ........     2 0507 009 811 R06 25 23 417.00          417.00
    ....      ....  .........    2 0507 009 811 R12 25 23 654.00          654.00
    ......    ....  .........    2 0507 005 831 R12 25 23 654.00          654.00
    ......    ....  .........    2 0507 005 831 R11 25 23 693.00          693.00
    ......    ....  .........    2 0507 009 811 R06 25 23 417.00  98.00  319.00
                                 STARS 4  SMART START BONUS       %
  PROVIDER: 601512    FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                 NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB152- Successful Update.
```

Figure U - 5: Updated record in Turnaround listing

I = Inquiry

Inquiry is the "look-up" function. No updates or adds can be made using this function. Inquiry may be used to look at current and prior month payment records from the Turnaround screen.

Performing a record inquiry

1. Tab to the child's name in the Turnaround listing and type "I" beside the name selected (Figure I – 1).

Children's names are listed in alphabetical order on the Turnaround listing.

Figure I - 1: Select record for inquiry

2. Press **<ENTER>** once to see the record and again for the "Inquiry only" message (Figure I – 2).

Figure I - 2: Message received when attempting to key/update data for an inquiry

Performing a search

The "Search for" feature is an alternative and fast way to locate a specific name, facility, etc. It avoids the need to constantly scroll down a list while working within a particular screen such as the Turnaround, List of Facilities or Prior Month Correction.

1. Tab to the **SEARCH FOR** field and type up to the first five letters of the child's last name or facility name (no asterisk is required). In Figure S – 1, the first three letters are used.

Figure S - 1: Enter up to the first five letters in the "Search for" field

2. Press **<ENTER>** to view the search results (Figure S – 2).

Figure S - 2: Search results

F = Food Supp (Food Supplement)

In some situations a $1.00 Food Supplement for the Child and Adult Care Food Program (CACFP) can be paid for children funded with Smart Start. The child care payment funded by Smart Start will be reduced by $1.00 and supplemented with $1.00 from SCC funds. You can add the $1.00 Food Supplement by using **F** (food supplement) or **U** (update).

When an **F** is entered, the system checks for any payments made with SCC funds. If there are no SCC payments, a food supplement payment record can be added. This reduces the Payment Amount by $1.00 and adds a separate payment of $1.00 from SCC funds.

If a payment is already on the Turnaround with SCC funds, a $1.00 Food Supplement will not be added and the message "Child already qualifies for Food Program" will appear on the bottom of the screen.

Adding by the F function

1. Tab to the child's name in the Turnaround listing, identified with Fund Source 15, and type "F" beside the name (Figure F – 1).

Figure F - 1: Select record to add $1.00 Food Supplement

2. Press **<ENTER>**. If there are no SCC food payments, the "Child Food
Supplement add successful" message will appear (Figure F – 2).

Figure F - 2: Food Supplement successfully added

3. If an SCC payment already exists, then the supplement will not be added and the
message "GHB129 – child does not qualify for food supplement" will appear.

Adding by the U function

1. Tab to the child's name in the Turnaround listing identified with Fund Source 15.
2. Type "U" beside the name selected (Figure F – 3).

Figure F - 3: Add $1.00 Food Supplement by the upate function

3. Press *<ENTER>* to display the Child Demographic Detail record (Figure F – 4).

Figure F -4: Child Payment Detail before update

4. Tab to the Food Supplement field, in the Child Payment Detail area, and change the *N* to *Y*.
5. Press *<ENTER>* (Figure F – 5).

Figure F - 5: Child Payment Detail after update

6. Press *<F10>* to confirm update. Note record in Turnaround listing (Figure F – 6).

Figure F - 6: Records in Turnaround listing

V = Tran (Transportation)

A transportation payment record can be added from the Turnaround or Prior Month Correction screen by placing a **V** next to an eligible record.   It can also be added through the A=Add Payment function *only if* there is an existing child care services record in the Turnaround listing. The Subsidized Child Care Reimbursement System requires the following guidelines to be followed when keying a transportation record.

- Only one transportation record is allowed per child, per shift. This is determined by the system matching the DCS ID, Purchaser ID, Facility ID, service date, fund source, and 1st position of the rate group (Shift).

- Except for transportation-only facilities, a child must have a child care services payment record for that service month before transportation can be added. If less than a full month's service days are paid for transportation, **the record does not roll over the following month to a full month's service days the way a child's regular payment record does.** The transportation record rolls over with the number of service days from the previous month.

- If a transportation payment record still exists for a child whose child care services will not be paid for in the current month, the system will flag the transportation entry. The flagged entry will appear under the "List of Facilities Requiring Attention" section and will prevent the purchaser from closing out for that month.

- The system will determine which rate group to use based on the child's date of birth and the appropriate shift.

The following transportation rates will appear according to the age of the child:

    R05 – under age 3 = $42 maximum
    R04 – 3 years +   = $38 maximum
    R04/05 – children with special needs (all ages) = $42
    Minimum rate for all children = $1.00

Adding by the V function

1. *Tab to the child's name in the Turnaround listing and type "V" (Figure V – 1).*

Figure V - 1: Select record to add Transportation Record

2. *Press* **<ENTER>** *and the transportation record will appear in the listing. The message "GHB908 – Child Transportation Record added successful" appears (Figure V – 2).*

Figure V - 2: Transportation record successfully added

3. *Note the Child Payment Detail in the added record (Figure V – 3).*

Figure V - 3: Child Payment Detail of added transportation record

Adding by the A function

1. *Tab to the child's name in the Turnaround listing and type "A". Press* ***<ENTER>*** *to generate the Child Payment Detail screen.*
2. *Type in the required payment information. The key fields are* ***MONTHLY PAYMENT RATE, RATE GROUP*** *and* ***NEED CODE*** *(Figure V – 4).*


```
GHB7301M            SUBSIDIZED CHILD CARE REIMBURSEMENT        06/08/07
99901037                   CHILD DEMOGRAPHIC DETAIL            15:37:05
LAST NAME  PRUITT           FIRST NAME  J              MI    VIEW FAMILY DATA
    DCS ID                      EIS ID              EIS CASE
    DOB                         SSN                 RACE B  GENDER  M
               ELIGIBILITY BEGIN 2006-08-01  END  2007-07-31
FAMILY CASE          NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  0000
COUNTY    60  MECKLENBURG   INCOME UNIT SIZE   1  LIVES WITH RELATIVE(Y/N) Y
------------------------------------------------------------------------
                        CHILD PAYMENT DETAIL
FACILITY F6070941 BEGINNING YEARS DAY CARE
SERVICE MONTH      2007 05 MAY         PROVIDER 602724 BEGINNING YEARS DAY
MONTHLY PAYMENT RATE    38.00          MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE        FEE BEGINS           SERVICE AMOUNT      7.00
SERVICE DAYS        4     PARTIAL           PARENT FEE AMOUNT
                                              PAYMENT AMOUNT      7.00
$1.00 FOOD SUPPLEMENT (Y/N) N    STARS Y      SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                        FUND SOURCE    25 SCC
RATE GROUP  R04 FIRST SHIFT TRANSPOR CLIENT STATUS  2  ENROLLMENT WITH PAY
CATEGORY CD  005 WORK FIRST FAMILY ASSIST W/OUT INCOME   MORE @ FOUR (Y/N) N
NEED CODE    819 EMPLOYED           W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                       ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure V - 4: Transportation record added via Add function - update Child Payment Detail

3. *Press* ***< ENTER>***. *Press* ***<F10>*** *to confirm.*

Adding by the F2 function

When adding a transportation payment for a new child using **F2** , there must be an existing child care services record prior to adding the transportation record.

Adding by the U function

The Update feature allows only the ***MONTHLY PAY RATE***, ***SERVICE DAYS***, ***RATE GROUP*** and ***CLIENT STATUS*** fields to be changed on the additional payment record. Transportation-only facilities allow updates to all fields.

E = Enroll W/O Pmt (Enroll Without Payment)

Enroll without Payment is used to change **all** of the records in a facility to an enrollment without pay status (Client Status 5).   If only some records need to be changed to Client Status 5, you must individually update the records that need to be changed.

Enrolling without payment

1. Type "E" beside any name in the turnaround listing.
2. Press **<ENTER>** (Figure E –1).

Figure E - 1: Type "E" by any record and press ENTER

3. Press **<F10>** to confirm. Client Status for each record is now "5" and the "GHB152 – Successful Update" message will appear (Figure E – 2).
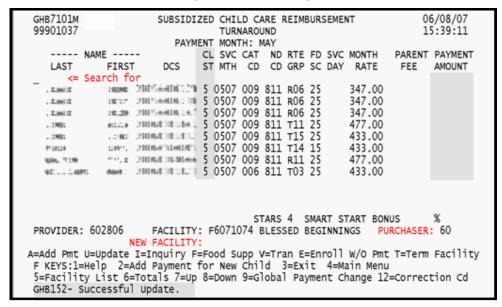

Figure E - 2: Successful Update - Client Status changed to "5" and payment amounts removed

T = Term Facility (Terminate Facility)

Term Facility is used to terminate records for a terminated facility. Records cannot be updated. Using this function option changes all of the facility's records to Client Status 4.

Terminating a facility

Be careful when using this function. It is used only when the facility has terminated or if all the children will not be attending the facility the next month.   If this function is used in error prior to your close-out, the records can be updated in the current Turnaround to their correct client status. If this function is used in error and you have closed out, you will not be able to update records for the terminated facility. You will have to re-enter each record via the current Turnaround.

1. *Type "T" beside any name in the Turnaround listing and press **<ENTER>** (Figure T – 1).*
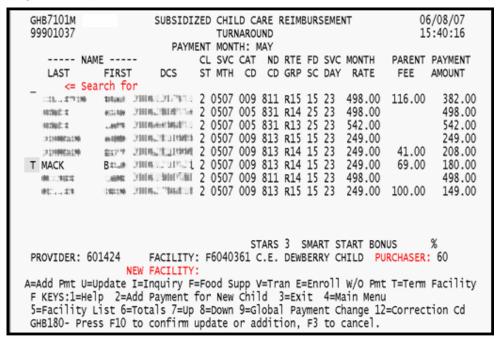

Figure T - 1: Type "T" by any record and press ENTER

2. *Client Status for each record is now "4" and there are no payment amounts. Press **<F10>** to confirm and receive the "GHB152 – Successful Update" message (Figure T – 2).*

```
GHB7101M                 SUBSIDIZED CHILD CARE REIMBURSEMENT          06/08/07
99901037                            TURNAROUND                        15:40:18
                         PAYMENT MONTH: MAY
    ----- NAME -----              CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
    LAST      FIRST     DCS       ST MTH  CD  CD GRP SC DAY  RATE    FEE    AMOUNT
        <= Search for
  ···········          ·····  ··········· 4 0507 009 811 R15 15     498.00
  ·······      ·····   ········· 4 0507 005 831 R14 25     498.00
  ·······      ····    ········· 4 0507 005 831 R13 25     542.00
  ·········    ·····   ········· 4 0507 009 813 R15 15     249.00
  ·········    ·····   ········· 4 0507 009 813 R14 15     249.00
  ·····        ·····   ······    4 0507 009 813 R14 15     249.00
  ·······      ····    ········· 4 0507 009 811 R14 15     498.00
  ·······      ·····   ········· 4 0507 009 813 R15 15     249.00



                                 STARS 3  SMART START BONUS      %
  PROVIDER: 601424      FACILITY: F6040361 C.E. DEWBERRY CHILD   PURCHASER: 60
                  NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB152- Successful Update.
```

Figure T - 2: Successful Termination - Client Status changed to "4" and payment amounts removed